



DEPARTMENT OF ADMINISTRATIVE AND FINANCIAL SERVICES

DIVISION OF PROCUREMENT SERVICES

STATE OF MAINE

PROCUREMENT JUSTIFICATION FORM (PJF)

This form must accompany all contract requests and sole source requisitions (RQS) over \$5,000 submitted to the Division of Procurement Services.

INSTRUCTIONS: Please provide the requested information in the white spaces below. All responses (except signatures) must be typed; no hand-written forms will be accepted. See the guidance document posted with this form on the Division of Procurement Services intranet site (Forms page) for additional instructions.

PART I: OVERVIEW

Department Office/Division/Program:		Professional and Financial Regulation	
Department Contract Administrator or Grant Coordinator:		Dorene Gerrish	
(If applicable) Department Reference #:			
Amount: (Contract/Amendment/Grant)	\$ 2,500,000.00	Advantage CT / RQS #:	CT 02A 20110111000000003376
CONTRACT	Proposed Start Date:		Proposed End Date:
AMENDMENT	Original Start Date:	7/1/2011	Effective Date:
	Previous End Date:	6/30/2026	New End Date:
GRANT	Project Start Date:		Grant Start Date:
	Project End Date:		Grant End Date:
Vendor/Provider/Grantee Name, City, State:		Sauper Associates, Inc. 40 E Main St, Suite 532 Newark DE 19711	
Brief Description of Goods/Services/Grant:		Support for the Agency License Management System (ALMS) to accommodate rule changes, law changes, administrative requests and new operational requirements; to improve user productivity, data accuracy, system stability, process automation and to increase the availability of licensing data and services to the general public, business and government; and to provide application maintenance support services; and to maintain technical currency of the application, related tools and infrastructure; and to analyze needs and propose solutions and detailed project plans requested by the Department..	

PART II: JUSTIFICATION FOR VENDOR SELECTION

Check the box below for the justification(s) that applies to this request. (Check all that apply.)

<input type="checkbox"/>	A. Competitive Process	<input type="checkbox"/>	G. Grant
<input type="checkbox"/>	B. Amendment	<input type="checkbox"/>	H. State Statute/Agency Directed
<input checked="" type="checkbox"/>	C. Single Source/Unique Vendor	<input type="checkbox"/>	I. Federal Agency Directed

<input type="checkbox"/>	D. Proprietary/Copyright/Patents	<input type="checkbox"/>	J. Willing and Qualified
<input type="checkbox"/>	E. Emergency	<input type="checkbox"/>	K. Client Choice
<input type="checkbox"/>	F. University Cooperative Project	<input type="checkbox"/>	L. Other Authorization

Please respond to ALL of the questions in the following sections.

PART III: SUPPLEMENTAL INFORMATION

1. Provide a more detailed description and explain the need for the goods, services or grant to supplement the response in Part I.

The amendment to increase the contract is needed to address increased use of the ALMS application, increase in the number and intricacy of enhancements needed to implement new legislation, and the complexity of a current project underway to convert the application to web-based user interface. The current contract is for \$2M annually. PFR originally entered into this agreement in July 2011. It has been renewed twice, in July 2016 and again this year, extending the service dates 5 years with each renewal but without increasing the annual rate to accommodate an increase in enhancements needed or the addition of more than a dozen new programs – most notably medical and adult use marijuana.

The Agency License Management (ALM) System provides regulatory agencies with a comprehensive solution which integrates and streamlines the regulation of licenses, registrations and permits. This includes application processing, license issuance, renewal processing, license administration as well as inspection and enforcement management. The system also provides tracking of continuing education requirements, schools and courses. A robust deposit system and a multitude of both ad hoc and canned reporting functions are available as well. Audit logs track and record actions such as editing license status, modifying license records, etc. to provide accountability, control and assist in diagnostics.

ALMS is particularly well-suited for agencies which manage multiple licensing programs; it provides secure and efficient centralized management while fully adapting to the unique processes, rules and regulations of each program and license.

ALMS also provides online services to the public allowing them to complete licensing and registration activities online. Online services include interactive features such as payments, registrations, licensing and renewal, license searches and more.

2. Provide a brief justification for the selected vendor to supplement the response in Part II. Reference the RFP number, if applicable.

Sauper Associates, being the original application developer and having delivered exemplary licensing software services to the State of Maine for many years, is uniquely qualified to continue providing these services. The ALM System has been developed to be highly configurable to accommodate the needs of multiple license types. Currently the system provides licensing services to over 60 licensing programs within the Department of Professional & Financial Regulation, as well as the Department of Administrative and Financial Services, the Department of Public Safety, and the Department of Health and Human Services. Many of these programs relate to health services such as the Board of Dental Examiners, Psychology, Radiology, Complementary Health Care, Pharmacy, Chiropractic, Physical Therapy, Respiratory, Counselors, Occupational Therapy, Podiatry, Adult Use and Medical Marijuana, and many others. One of

PART III: SUPPLEMENTAL INFORMATION

the key factors in the successful implementation of each of these programs is the detailed, comprehensive analysis that Sauper Associates brings to each conversion. With over 28 years of experience in every facet of licensing including complaints, inspections, continuing education, etc., Sauper Associates has a very broad knowledge base from which to draw. This expertise allows them to quickly determine how the ALMS application can accommodate a program's business needs. In addition, Sauper Associates has a successful long-term working relationship with InForME in support and development of ALMS related online services including license renewal and original application submissions. Sauper also provides a unique familiarity with a broad spectrum of Maine's licensing rules and regulations.

3. Explain how the negotiated costs or rates are fair and reasonable; or how the funding was allocated to grantee.

In 1998, PFR determined that its existing license application was not Y2K compliant and an RFP was initiated to identify a new licensing application. The application selected was a COTS application from a well-known and well-established company specializing in licensing. After months of work and a substantial commitment of funds, the department was left with no viable application. With little time left to meet the Y2K deadline, the department contracted with Sauper Associates to develop ALMS. Not only was Sauper Associates able to build the ALMS application in time to meet the deadline; they have kept the application technologically current, continue to meet the ongoing changes and requests for new functionality, and, an increasing number of agencies have converted to the ALMS application to provide licensing services with a dependable, richly featured and well-supported licensing solution.

Sauper Associates' rates have remained competitive over the length of the relationship between Sauper Associates and the State of Maine. The rates have been monitored during this time and have been compared to other vendors' rates to make sure that they are fair and reasonable.

It should be noted that the services provided by Sauper Associates involve more than software development and maintenance. Their experience and expertise in licensing methodology provides the State of Maine with a more valuable product than a typical software development vendor could provide.

[Click or tap here to enter text.](#)

4. Describe the plan for future competition for the goods or services.

MaineIT has been working to develop a tool to identify similar technology solutions that could be consolidated or recommended as preferred solutions to other agencies looking for similar functionality. This includes a number of licensing applications in use in State government that have been developed by MaineIT as well as applications developed by other outside vendors. These applications are being evaluated to determine if they could be used in other agencies for similar activities to avoid the cost of building identical applications from scratch and reduce support requirements. As applications are evaluated, and provided they meet the standards set by the State's Enterprise Architecture Committee, they will be added to the list of applications on the Enterprise License Application list and recommended as potential solutions in addition to ALMS for agencies requiring a licensing application

PART IV: AMERICAN RESCUE PLAN ACT (ARPA) / MAINE JOBS & RECOVERY PLAN (MJRP)

Does this request utilize ARPA/MJRP funds?

☐ Yes – If Yes, please attach the approved Business Case(s).☒ No – If No, proceed to Part V.**PART V: APPROVALS**

The signatures below indicate approval of this procurement request.

Signature of requesting
Department's Commissioner
(or designee):*Anne L. Head*

Typed Name:

Anne L. Head, Commissioner

Date:

1/13/2022

Signature of DAFS
Procurement Official:DocuSigned by:
Jaime Schorr
6D6437754DD0459...
Jaime Schorr

Typed Name:

Jaime Schorr

Date:

2/28/2022